

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
TRANSFER OPPORTUNITY  
For  
INTERMEDIATE TYPIST CLERK**

**At Long Beach Child & Adolescent Program**

The County of Los Angeles Department of Mental Health Long Beach Child & Adolescent Program is seeking qualified clerical support candidates to fill two vacant positions for Intermediate Typist Clerk.

Long Beach Child & Adolescent Program is an Outpatient Mental Health Program serving emotionally/mentally disturbed youth and families in the Long Beach area. LBCAP consists of a multi-disciplinary team, including Clinical Psychologists, Medical Caseworkers and Child Psychiatrists who provide crisis intervention, intensive short term mental health treatment, diagnostic evaluation, stabilization and case management services. We are dedicated to providing community based mental health services of the highest quality.

**Duties Include:**

- Receptionist Duties
- Customer Service
- Maintaining Charts and Files
- MIS input – Opening Charts, Updating information, entering Units of Service and Prescriptions

**Desirable Qualifications:**

- Computer Literacy: MS Word, Excel and Outlook
- Good Communication Skills
- Ability to work with others as a team
- Maturity and Strong Interpersonal skills
- Self motivating and the ability to work independently
- Good attendance
- Spanish speaking a plus

**Interested persons should submit their resume,  
last two PEs and time records for the past year to:**

Dr. Heather Jensen      Long Beach Child & Adolescent Program  
Program Head          240 E. 20<sup>th</sup> St., Long Beach CA 90806

Fax (562) 218-6578  
Tel. (562) 599-9271